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## **SHED** Permit Submittal Information

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### ***Required documents:***

1. Completed and signed Building Permit application with Email addresses.
2. Provide a site plan **to scale** indicating the residential building's location on the property and the distances from all property boundaries and indicating the **shed's** location, size, and distance from property boundaries
  - a. **Site Development**
    - i. If **shed** must get site approval, then the Express Lane cannot process this project.
    - ii. No stream buffers or floodplain issues cannot be approved through express.
    - iii. No associated foundations are permitted.
  - b. **Arborist** – Tree Inventory Plan
    - i. Label species of the trees – (Hardwood – “hwd” or Pine) of existing trees, indicate diameter at breast height.
    - ii. If no trees are within 30 feet of the limit of disturbance for the proposed work, provide two different photos of the site, which clearly shows no trees will be impacted and submit a complete “No Trees Impacted Statement”.
  - c. **Zoning** – Lot Coverage Information
    - i. Provide the lot coverage calculations for the Zoning review that includes the amount of additional lot coverage created by the square footage of the deck.
    - ii. If the work is in-kind [replacement like for like], evidence of the existing characteristics will be required.
      1. Survey is preferred or provide photos for residential projects with the site plan.
3. Provide elevation drawings illustrating the residential **shed**. **These may be drawn or obtained from manufacturer.**
4. 2 Sets of Building plans that illustrate the scope of work, method and materials of construction **& framing plans.**
  - a. **LIMITATION:** Express Lane ONLY can process the following **shed** projects **if:**
    - i. **Shed size – 12 feet x 12 feet and/or (144 sq. ft.) or less**
    - ii. **Shed Renovations**
    - iii. **Not a detached accessory structure such as Garages, Carports, etc.**
  - b. Provide a **Floor Plan** illustrating the existing / new **shed**, and any demolition work, **any new doors, windows, etc.**
  - c. Provide the following on the plans **(If shed is pre-manufactured, the manufacturer should include the following info.):**
    - i. Square footage of the **shed**

- ii. Construction material used to build the shed (wood, steel)
- d. If shed requires footings /slab or any other foundation that requires excavation of ground, permit cannot be submitted or processed through the Express Work Stream.

***Submit to:***

- 1. Zoning
- 2. Arborist
- 3. Building

***Required approvals:***

- 1. Zoning
- 2. Arborist
- 3. Building
- 4. Electrical, if applicable

***Required Inspections:***

- 1. Open Floor framing – Building, if applicable
- 2. Rough-in framing – Building, if applicable
- 3. Final - Arborist
- 4. Final – Electrical, If applicable
- 5. Final – Building

***Permits required.***

- 1. Electrical, if applicable
- 2. Building